Quick Reference Guide - Stop Payment

The Stop Payments workspace provides you the ability to place stop payment requests and to view the history of stop payments requests submitted through Treasury Online.

To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.
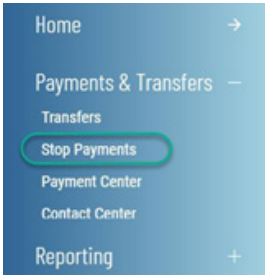
VIEW STOP PAYMENT(S)

The Stop Payment list view widget is pinned to the workspace, provides a history of the stop payments that have been submitted through Treasury Online.

Click on View in the Actions column in the list view to see the details of any stop payment.
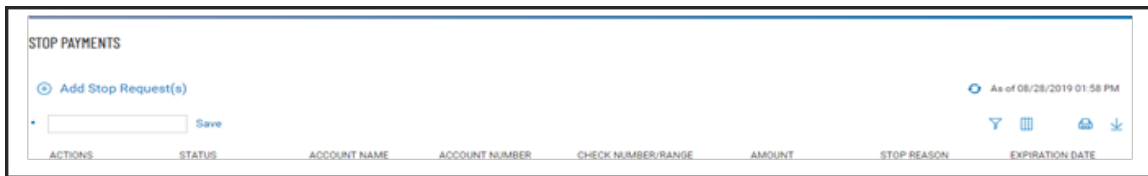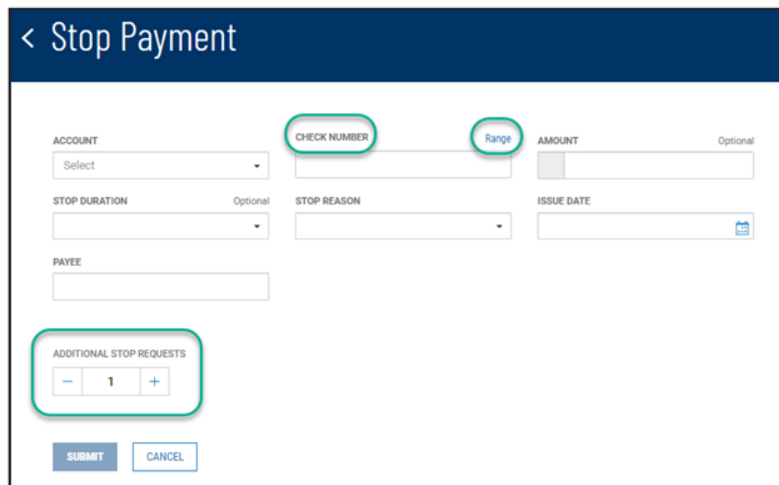
PLACING STOP PAYMENT(S)

Click on Add Stop Request(s) link:
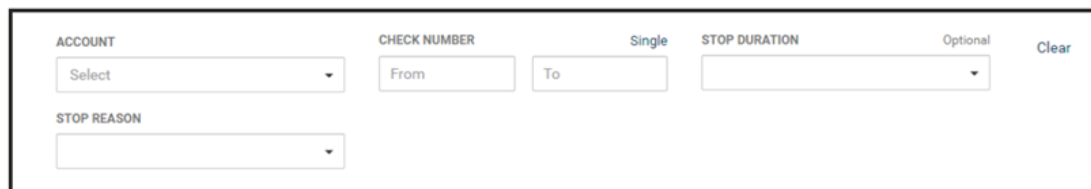

You can add a single, multiple or a range of Stop Payment requests. Optional information on the input form are called out, the rest are required:

To add a range Stop Payment select Range, the input fields will dynamically present appropriate information needed for a range stop payment:

Click on the Single link to revert the input form back to a single stop payment, as needed.

To add multiple stop payments, enter the desired number of stop payments to add. Click X to remove an unneeded input form.

Enter all required fields and click to submit.